



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

(978) 640-4488
FAX (978) 640-4302

JOB POSTING

POSITION AVAILABLE: Nutrition Program Assistant (Council on Aging)

QUALIFICATIONS: Must have a High School Diploma, GED or relevant experience and or training; experience working in a kitchen and stockroom setting, food handling and meal preparation, cleanliness guidelines, good organizational, scheduling and planning skills, as well as good computer, writing and public relations skills. A Massachusetts Driver's License and own vehicle is required. Ideal candidate would be ServSafe certified.

Specific job qualifications are listed in the job description attached.

HOURS: 10 hours a week

SALARY RANGE: Hourly \$11.00 - \$15.00

BENEFITS: None

POSTING DATES: From: September 16, 2015
To: September 25, 2015

TYPE OF POSTING: Open

Applications may be obtained online at www.tewksbury-ma.gov or at the Human Resources office at the Town Hall temporarily located at 464 Main Street.

The Town of Tewksbury is an affirmative action equal opportunity employer.

NUTRITION PROGRAM ASSISTANT - COUNCIL ON AGING (10-HRS) TEWKSBURY, MA

Position Purpose:

Operate ancillary food services at the Senior Center; coordinate with existing nutrition program(s). Plans and prepares healthy food options to promote the wellness of Tewksbury's seniors. Work as a member of the Council on Aging team, under the general direction of the Council on Aging Director.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Creates ancillary food menu based on product availability and cost.
- Orders/shops for food items needed for menu and other special events.
- Makes sure that meals are properly prepared, in accordance with minimum sanitation standards set by the Department of Public Health.
- Operates food service area, replenishing food pans and serving when needed.
- Organizes refreshments for various functions throughout the year.
- Maintains kitchen and stockroom so that it meets proper guidelines for cleanliness, and reports all sanitation and safety concerns to Director.
- Keeps Director informed on inventory in the stockroom and freezers, and informs Director of low inventory needed to maintain the food program.
- Maintains appropriate certifications for food preparation and handling.
- Other duties as assigned by Director.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Ideal candidate would be ServSafe certified.

Ability: Ability to follow instructions and work with little to no supervision. Ability to communicate effectively with the elderly population. Applicant must have good driving history.

Skill: Excellent planning and organizational skills. Excellent written and verbal communication skills. Proficient computer skills; interpersonal and problem-solving skills; public relation skills.

Physical Requirements:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Regularly required to walk, stand, sit, talk, and hear. Ability to view computer screens. May move objects weighing up to 30 pounds. Must be able to communicate. Must have valid driver's license and access to a car.

Supervision:

Supervision Received: Work is performed under the director of the Council on Aging Director.

NUTRITION PROGRAM ASSISTANT - COUNCIL ON AGING (10-HRS) TEWKSBURY, MA

Supervision Exercised: Oversees kitchen volunteers as needed.

Job Environment:

- Work is performed in a commercial kitchen environment; the noise level is moderate;
- Work is performed in varied indoor conditions from room temperature to moderately warm or cold temperatures.
- Employee has frequent contact with the general public and other agencies that provide food products and services. Contacts are in person, by telephone, and by email.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Errors could result in delays or loss of service and/or financial repercussions for the town.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)